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17 June 1954

MEMORANDUM FOR: Chief of Logistics Office

SUBJECT : Grade Recommendations as a Result of Classification Survey

1. Transmitted herewith is an interim listing of the grade recommendations developed by the classification survey team for positions of the Logistics Office which have been surveyed to date. In accordance with verbal agreement between representatives of your office and the survey team leader, the listing presents recommendations in all cases where sufficient information is at hand to permit adequate analysis as to grade, although such information is not in the form of a completed position description in all cases. By this means, we are able to provide you with firm grade recommendations on approximately 95% of the [] positions being surveyed (field installations were not included in the survey coverage). Production of the survey team last week brought coverage by position description to 85% completion, which indicates that approximately 10% of the grade recommendations are based on information not yet covered by formal position descriptions. As of 14 June 1954, the grades of [] positions, approximately 5% of the total, were as yet undetermined.

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2. With respect to the recommendations for the Procurement Division, it is pointed out that the grades are based on projection of duties. The organization and functional alignment set forth in the T/O proposal for this component was not operative at the time of survey and is not expected to become operative until sometime after 1 July 1954. Rather than defer classification action on the proposal for an indefinite period, it was decided to provide grade recommendations on the basis of the projected organization, with the proviso that restudy be made within approximately 90 days to measure the projection against actual performance.

3. Accompanying the listing are charts indicating the extent of changes recommended by the survey team: (a) from the currently authorized T/O grade; and (b) from the grade proposals made by the Logistics Office. In many cases, of course, due to changes in organizational and functional alignment, new positions were created, and about 25% of the positions on the listing submitted to the survey team are being classified for the first time. In terms of previous T/O grades, the changes recommended are as follows: 5% recommended for higher grades, 7% for lower grades, and 58% recommended for the same grade. In terms of the grades proposed on the Logistics Office submission, the survey recommendations provide for changes to lower grade for 23% of the positions and changes to higher grade for 3%, with no change on approximately 69%. Based on the assignment of individuals given at the start of the survey, it is estimated that approximately [redacted] employees or 6% of total T/O are at higher grades than those recommended for the positions to which assigned.

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4. Discussion of the individual grade recommendations will be withheld until members of your staff have had an opportunity to review the listing in detail. We will be happy to discuss any or all recommendations made therein to the extent necessary to assure that all significant elements have been taken into consideration and given proper weight in the grade determinations.

5. With the classification survey now in the final stages of completion, it should be possible, based on the recommendations provided in the attached listing, to relax the freeze on personnel actions for a large majority of the positions in the Logistics Office. Where the recommendations of the survey team and the Logistics Office are in agreement, which is the case on at least 69% of the positions at this time, there should be no difficulty from the classification viewpoint in processing personnel actions. Such actions will be subject, of course, to any requirements other than those of classification which normally prevail, such as ceiling, qualifications review, etc. If we can furnish any additional assistance in processing these actions please inform us.

6. We will endeavor from this point forward to complete the remaining portions of the survey with the greatest possible speed. The first order of business in this regard will be to complete all position descriptions, of which there are 65 to 70 yet to be written, and complete grade determinations on all positions. As soon as firm recommendations can be developed on the 40 positions listed as undetermined on the attached listing, they will be forwarded to you for review. The final

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step in the process will be the production of a survey report which, in addition to the position descriptions, will include pertinent organizational, functional, and narrative material. This survey report will be of value in providing complete and readily usable documentation on all positions under the current T/O. In addition it will be of continuing value as a source of reference in future classification activities affecting the Office of Logistics.

7. Work is continuing on the study of the Logistics Office Personnel and Training Branch and drafts of procedural flow charts and other items will soon be available for discussion with representatives of your Office.

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[REDACTED]

Assistant Director for Personnel

Attachments

1. Table of Statistics
2. Interim Listing

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OP/CWD/[REDACTED] (17 June 1954)

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